

MEMORANDUM FOR: Chief, Logistics Office

SUBJECT : Report on Overtime Worked and Leave Taken

REFERENCE : CIA Regulation

25X1

1. Attached are copies of tabulations of overtime and holiday time worked and annual and sick leave taken for the period 4 January 1953 through 28 March 1953 inclusive. These summaries, one for each pay period, give a complete picture of the overtime and leave record for your office during this entire period. The first column reflects the total regular hours worked during the pay period and subsequent columns give: (a) the total number of employees paid, (b) the number of hours of night differential (if any), (c) overtime worked, (d) holiday time worked, (e) annual leave taken and (f) sick leave taken. The last column indicates the allotment account and is followed by the dates involved in the payroll either on the first or the last line of each summary, (for example, 3-01-03-14 means March 1 through March 14).

2. Following is a summary of the average number of hours per pay period per employee for your office as compared with the averages for the Agency as a whole concerning the period 4 January 1953 through 28 March 1953:

Item	Averages	
	Your Office	Agency
Overtime	11.43	5.19
Holiday Time	.05	.12
Annual Leave	2.72	2.59
Sick Leave	3.20	3.07

3. In addition to the summaries by pay periods for your office we are attaching a listing of leave taken by individuals for the pay period from 1 March 1953 through 14 March 1953. This listing is provided as an example of a typical pay period and is furnished as an aid in considering the overtime and leave practices of your office.

4. These reports on leave taken and overtime worked are being submitted to you for use in connection with consideration of the application of policies concerning the approval of overtime as outlined in CIA Regulation No. []

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/s/ ALFRED REID TOLSON

Deputy Director
(Administration)

CMM:mf - 28 May 1953

Attachments
cc: C/Log. Off (2)

Signer's

Approved

Budget